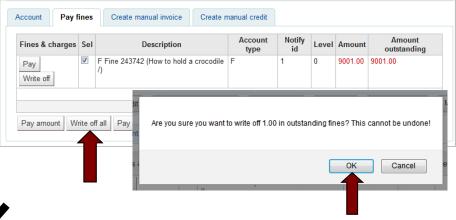


Writing Off Fines

1. Click 'Payment'

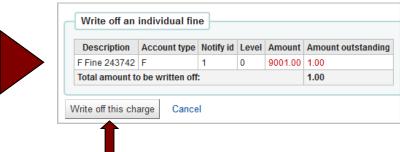


2a. To write off *all* fines, click "Write off all" then click "OK"



2b. To write off fines of one item, click "Write off" next to the item





Click "Write off this charge" to confirm